



CDR Alex Woldemariam 19 July, 2013





Frequently Asked Questions And Frequently Encountered Issues





- ■Where can I get training for the JOAPPLY system?
 - Other JOs who have used JOAPPLY.
 - Links to training presentations are located on the APPLY webpage, select JOAPPLY, JOAPPLY Application Process PowerPoint. (https://205.85.24.103/apply/index.aspx)
 - This training is also available on the PERS Supply Corps
 Reserve Community webpage
 (http://www.public,navy.mil/bupers-npc/officer/Detailing/rlstaffcorps/supply/Pages/ReserveCommunityunity.aspx)





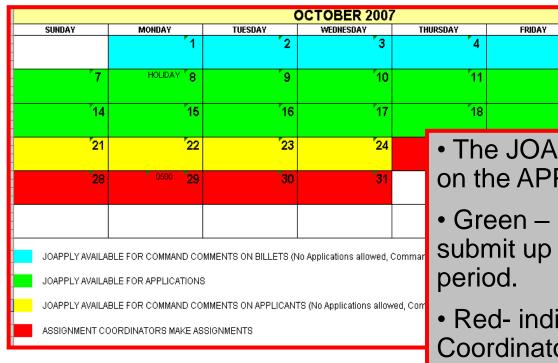
- When can I apply for a Billet?
 - When you are within 3 months of your Projected Rotation Date (PRD)
 - If you have an expired PRD
 - If you are In-Assignment-Processing (IAP)

NOTE: NO JUNIOR OFFICER WILL BE TRANSFERRED OUT OF PAY DUE TO EXPIRED PRD





JOAPPLY will use a "Cycle" system patterned after the enlisted CMS Cycle



 The JOAPPLY Cycle will be posted on the APPLY website for review

13

20

SATURDAY

12

19

- Green RC Junior Officers can submit up to 3 applications during this period.
- Red- indicates when Assignment Coordinators will make selections and issue orders via IDT Orderwriter





■ Billet application

- JOs can apply for up to three billets.
- JOs also have the ability to make comments on "Dream Sheets". This should be restricted to comments you feel the program manager and the assignment authority should know in order to make an informed decision concerning your application, such as, you require a cross-assignment, DAWIA Level I qualified, etc.
- All Junior Officers must apply for Command billets via the APPLY process.





Browse Vacant JO Billets You cannot "apply" in this mode

You must login to apply

Report a Problem Help

Browse Vacant JO Billets

Login Helpful Links

Welcome Aboard!

Welcome to the APPLY Website! We're glad you are here!! Click here to login

Take a look at the APPLY FAQ and Helpful Links pages for assistance with this website.

Top Frequently Asked Questions - Click the question to see the answer.

How and where does official correspondence to the Board President be sent?

Is it too late to submit a Dreamsheet application?

Has Membership been decided for this year's APPLY Board?

When will people be notified if selected for Membership/Board Support and will they be notified if not selected?

Where do I find the CNRFC Note 5400 for this year's APPLY board?

Click here for all the FAQs.

Junior Officer APPLY Information

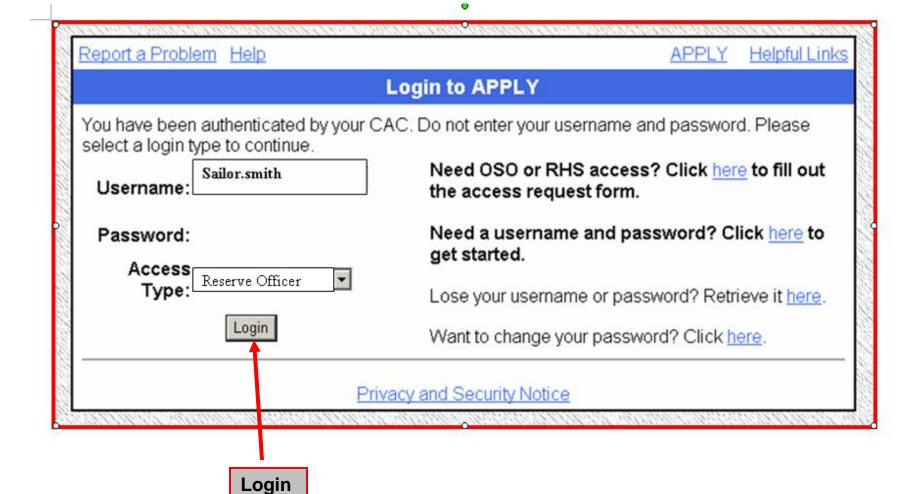
Beginning on Monday, 1 OCT 2007, the APPLY Website welcomes the addition of Junior Officer APPLY. All Reserve Junior Officers should login to the site to register and review non-command JO billet opportunities. Operational Support Officer and Unit Commanding Officers should login to begin reviewing vacancies and adding comments to the billets. Operational Support Officers should login selecting "Operational Support" from the Access Type drop down box. If you need access as an OSO, please see the Helpful Links page for the link to Request OSO Access. Unit COs should login selecting "Reserve Officer" from the Access Type drop down box. The Unit CO Tools are available in your Reserve Officer menu after login. Interested parties who cannot obtain an APPLY Login may browse the vacant Junior Officer billets by clicking on the link at the top of this page or clicking here.

For more information on Junior Officer APPLY, please review the following documents:

- JO APPLY Frequently Asked Questions
- JO APPLY October Schedule











Part I:
Profile &
Registration

Part II: Assignment Tools Report a Problem Help Log Off Helpful Links

Reserve Officer Menu

LCDR Brandi Head, Welcome to the APPLY website! All Reserve Officers are required to maintain an up-to-date profile in the APPLY system, regardless of their desire to apply for a billet. Your registration/profile is considered up-to-date if all sections have been reviewed during the current calendar year.

Profile and Registration

Congratulations! Your registration is complete and your profile is up to date.

- ** Current Assignment: Last Reviewed on 10/1/2007
- ** Billet History: Last Reviewed on 6/15/2007
- ** Personal Data and Contact Information : Last Reviewed on 1/31/2007
- ** Qualifications : Last Reviewed on 1/31/2007

FY08 APPLY Board Results

The FY08 APPLY Board has ended. Click here to view the board results as an Adobe PDF file.

Junior Officer APPLY

The tools in this section will allow you to search vacant non-command Junior Officer opportunites awarded through the APPLY system and allow you to apply for those assignments. Senior Officers, officers with more than 1 year of tenure remaining in an assignment, and officer who have not completed registration will be unable to use these tools.

- ** Search for Junior Officer Assignments
- ** View your Dreamsheet
- ** View the JO APPLY Schedule

Unit CO Tools

Please follow the link below to review the officer billets in your unit. Commanding Officer Billet Review





Part I Profile & Registration





Profile & Registration







Registration: Current Assignment Information

Data as it reflects in RHS and NSIPS

> What to do if the data is inaccurate

Do you agree with the data? Report a Problem Help

Main Menu Helpful Links Log Off

Assignment Information

Current records (NSIPS/RHS Data) indicate the following assignment information:

BIN: 0001772

Assianment Title: NAV SCI RSCH Desig/Rank/Command: 1000 / CAPT / CO

Assigned Unit: NR ONR/NRL S&T HQ 100 (89160)

RBSC: 0137

AUIC: CNR ARLINGTON VA (00014)

PRD: 🚏 20080930

Billet Deletion Date:

NO DELETION DATE LISTED

If you have incomplete or missing data on this screen then you are either not in a billet or your assignment in NSIPS and RHS is incomplete. If there is no information listed on this screen you are currently not in an assigned billet. If you believe that you should be assigned to a billet and the information on this screen does not reflect that assignment, then you MUST contact your reserve activity to resolve your assignment discrepancy. All of the data on this screen comes directly from Reserve Headquarters System (RHS) which is the sole, definative database for personnel assignments. If the above information is incorrect or blank, contact your reserve activity to verify your current assignment as directed in the COMNAVRESFORCOMNOTE 5400.

You last reviewed this information on 10/1/2007.

Do you agree that the NSIPS/RHS information shown on this screen is accurate? Confirm you have reviewed this section of your profile by selecting Yes or No

If you are unsure of the accuracy of the presented information, you may temporarily skip this section by clicking I don't know





Registration: Billet History Data

Report a Problem Help

Main Menu Log Off Helpful Links

Billet History

The billet history provides the board with information to better match you to a vacancy. This is critical information used by the board during the slating process and can weigh heavily during billet assignment. Make sure your billet history is accurate and complete. To confirm that you have reviewed this information, scroll to the bottom of the page and press the "Review Confirmation" button.

Click on a Edit to change the information for that entry. Click on Delete to permanently remove the entry from your application.

Click here to add billets to your history.

information

You can edit

this

Click here to edit the billet info

		From	То	Billet	Unit	со	Billet Paygrade	Interim Fill	Active/ Reserve
Edit [Delete	200201	pres	test	test	CO	CAPT	Υ	R
Edit	<u>Delete</u>	200001	200112	test	test	OIC	CDR	N	А

You last reviewed this information on 6/15/2007. To acknowledge that you have reviewed the contents of this page, please press the button: Review Confirmation





Registration: Billet History Data Continued







Registration: Personal Data and Contact Information

Report a Problem Help

Main Page Helpful Links Log Off

Personal Data and Contact Information

To confirm that you have reviewed the information in this section of your profile, scroll to the bottom of the page and press the "Review Confirmation" button.

Data from your Reserve Personnel File (NSIPS/RHS): If any of this data is incorrect contact your Reserve Activity (Reserve Center, NAR or NOSC) to update your record in NSIPS.

SSN:

Name: Brandi Head

Date of Birth:

Designator: 1125 Rank: LCDR

Promotion: Not Currently Selected for Paygrade Promotion

Date of Rank:

Address:

Home Phone:

Work Phone:

This data is from NSIPS & RHS. You must contact your NOSC if this information is Incorrect.





Registration: Personal Data and Contact Information continued

Additional Data: Please maintain accuracy of the following in means for us to contact you regarding your official record or chemil email address as your primary email address in order to comprovide a personal email account as your alternate email address number, you MUST press the "Update" button to save the information of the informa	anges/updates to the Apply process. You must supply a onfirm your review of this section of your profile. You may ss. If you alter your email addresses or alternate phone
Primary Email (.mil): ?	
If you do not have a .mil address, but need to continue registra alternate email address where we can reach you. The apply.na need to use your alternate address.	
Alternate Email (optional):	You must provide this
Alternate Phone Number:	information. Primary e-mail must be a .mil
Update	address.
You last reviewed this information on 1/31/2007. To acknowled please press the button: Review Confirmation You must s review of this section of your profile.	5 (5)





Registration: Qualifications

If any of the info on this screen is incorrect, see the "Discrepancy Matrix" for assistance.

Report a Problem Help	Main Page Helpful Links Log Off
Qualifications	
If any of the information on this screen is incorrect, see the <u>Discrepancy M</u> correct point of contact for corrections. To confirm that you have reviewed t scroll to the bottom of the page and press the "Review Confirmation" button	he information in this section of your profile,
Clearance: There is no security clearance listed.	
NOBCs: There are no NOBC entries.	
AQDs: There are no AQD entries.	
Subspecialties: There are no Subspecialty entries.	
Education: There are no Education entries.	
You last reviewed this information on 1/31/2007. To acknowledge that you please press the button: Review Confirmation	have reviewed the contents of this page,
Privacy and Security Notice	





Part II Application Process





To apply for billets click "Search for Junior Officer Assignments"

Report a Problem Help Log Off Helpful Links

Reserve Officer Menu

LCDR Brandi Head, Welcome to the APPLY website! All Reserve Officers are required to maintain an up-to-date profile in the APPLY system, regardless of their desire to apply for a billet. Your registration/profile is considered up-to-date if all sections have been reviewed during the current calendar year.

Profile and Registration

Congratulations! Your registration is complete and your profile is up to date.

- ** Current Assignment: Last Reviewed on 10/1/2007
- ** Billet History: Last Reviewed on 6/15/2007
- ** Personal Data and Contact Information : Last Reviewed on 1/31/2007
- * Qualifications : Last Reviewed on 1/31/2007

FY08 APPLY Board Results

The FY08 APPLY Board has ended. Click here to view the board results as an Adobe PDF file.

Junior Officer APPLY

The tools in this section will allow you to search vacant non-command Junior Officer opportunites awarded through the APPLY system and allow you to apply for those assignments. Senior Officers, officers with more than 1 year of tenure remaining in an assignment, and officer who have not completed registration will be unable to use these tools.

- ** Search for Junior Officer Assignments
- ** View your Dreamsheet
- ** View the JO APPLY Schedule

Unit CO Tools

Please follow the link below to review the officer billets in your unit.
Commanding Officer Billet Review





When you click the link to "Search for Junior Officer Assignments" this is the opening text you see:

Report a Problem Help

Main Page Log Off Helpful Links

Advertised Billet Search

The Advertised Billet Search tool is provided for you to view advertised billets in the Junior Officer APPLY billet database. The Junior Officer APPLY billet database contains all Junior Officer (LCDR and below) billets found in the RHS Database, with the exception of CO, OIC, and XO billets handled by the APPLY process and community specific billets not handled by the APPLY Process. Your view of advertised billets is filtered based on your designator and rank so that you may only view those assignments that you are qualified to fill. The filters have been developed by following the RFAS instruction.

All Junior Officer APPLY billets are advertised unless one or more of the following criteria are met:

- The billet is currently filled.
- · The billet is scheduled for deletion or has an end date in RHS.
- The billet has been suppressed by CNRFC action.

If you believe a billet is advertised in error, please contact CNRFC N12.

Also, please keep in mind the following rules when adding billets to your Dreamsheet.

- Billets may only be added to your Dreamsheet during the Application Phase of the Junior Officer APPLY Cycle.
- If you have tenure remaining in your current assignment, your ability to add a billet to your Dreamsheet may be disabled
- If an assignment is not advertised, you may not add it to your Dreamsheet.

Continue to the Search Billets tool

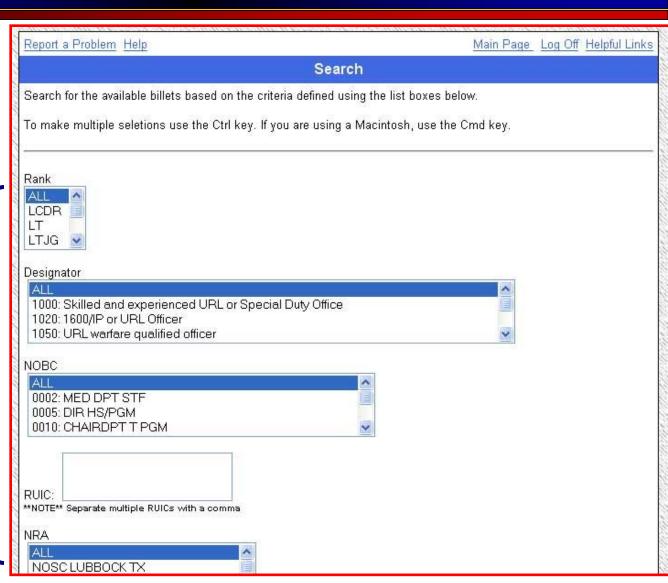
Continue Searching





Search

Filter Capabilities:
Rank
Designator
NOBC
RUIC
NRA
RCC
Program Code







Search Results

To review billets click "Details"

Search Results

Shown below are all the billets matching your search criteria. Click on Details to view the billet details. Click on "Add" to add the billet to your Dreamsheet. Click on the column heading to sort by that field.

962 billets found matching your search criteria. Viewing records 1 through 10.

13.5	dd to reamsheet	Billet Title	Unit Name	RUIC	RBSC	Desig
Details A	<u>dd</u>	OP CTLCEN BRF/N423RW111 LCAC B	NR CNO FLEET READ AND LOG	87987	7028	1000
Details <u>A</u> o	<u>dd</u>	STF PLN/MANAGEMENT ANALYST	NR CNO MANAGEMENT ANALYS	87875	1489	1000
Details A	<u>dd</u>	LIAISON R&D/PHYS SCI RSCH	NR ONRG S&T 103	86989	0125	1000
<u>Details A</u>	<u>dd</u>	LIAISON R&D/COMM RSCH	NR ONR/NRL S&T 105	86987	0159	1000
Details A	<u>dd</u>	LIAISON R&D/ARM RSCH	NR ONR S&T 102	83148	0152	1000
Details A	<u>dd</u>	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7014	1110
<u>Details A</u> d	<u>dd</u>	RA STFOPSCMDCEN/SD0 - N311	NR COMSC 106	89272	7015	1110
Details A	<u>dd</u>	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7017	1110
Details A	<u>dd</u>	DESK OFFICER	NR SEALOGEUR 102	89271	7034	1110
Details A	<u>dd</u>	PUBLIC AFFAIRS OFF 15/49	NR USPACOM DET 120	89631	7119	1000





Billet Details Report a Problem Help Search Log Off Helpful Links **Billet Details Unit Information** Unit Information Name: NR USSTRATCOM OPS HQ 1864 Short Title: US STRATCOM AIRB RUIC: 87688 AUIC: 49325 Reserve Center: NOSC OMAHA NE Commanding Officer: CDR KRISTI SIDEBOTTOM -Billet Information BIN: 2916743 PRD: No PRD Number of Applicants: 0 **Billet Information** Description: WRNG SYS 3611G/001CONTROLLER Rank/Desig: LCDR/1050 Command Type: NON RBSC: 7000 VRFAS: I: CDR THRU LT HRFAS: AB: DESIGNATOR MATCH, IN TRAINING FOR REQ NOBC NOBC Requirements: PRI: 9067; STF REDI GEN , SEC: Not listed Additional Billet Information Drill Location: Offutt AFB, Omaha, NE Drill Frequency: Flex Weekday Drill: Flex Security Clearance: TS/SCI **Supported Command** Supported Command Information Information

Name: US Strategic Command Mission: Not specified

Location: Offutt AFB, Omaha, NE





Billet Details Continued

Supported Command Comments

Commanding
Officer
Comments

Comments

Supported Command:

USSTRATCOM is a globally focused combatant command with missions of Space Operations; Information Operations; Integrated Missile Defense; Global Command and Control; Intelligence, Surveillance and Reconnaissance; Global Strike; Strategic Deterrence; and Combating Weapons of Mass Destruction.

Commanding Officer:

! "Mission Assurance Operations Officer" Provides actionable information to support risk management decision-making. Identifies requirements & advocates for vulnerability mitigation and remediation. Accomplishes CIP deliberate and time sensitive planning. Serves as a member of the Global Integration Center (GIC) battle staff. Must have TS-SCI and NC2-ESI eligible. Workday reqts - Requires drilling during regular work week

Return to Search Results





Adding billets to dreamsheet

Search Results

Shown below are all the billets matching you search criteria. Click on Details to view the billet details. Click on "Add" to add the billet to your Dreamsheet. Click on the column heading to sort by that field.

962 billets found matching your search criteria. Viewing records 1 through 10.

may select up to 3 choices

	Add to Dreamsheet	Billet Title	Unit Name	RUIC	RBSC	Desig
Details	<u>Add</u>	OP CTLCEN BRF/N423RW111 LCAC B	NR CNO FLEET READ AND LOG	87987	7028	1000
Details	<u>Add</u>	STF PLN/MANAGEMENT ANALYST	NR CNO MANAGEMENT ANALYS	87875	1489	1000
Details	<u>Add</u>	LIAISON R&D/PHYS SCI RSCH	NR ONRG S&T 103	86989	0125	1000
<u>Details</u>	<u>Add</u>	LIAISON R&D/COMM RSCH	NR ONR/NRL S&T 105	86987	0159	1000
Details	Add	LIAISON R&D/ARM RSCH	NR ONR S&T 102	83148	0152	1000
Details	<u>Add</u>	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7014	1110
Details	<u>Add</u>	RA STFOPSCMDCEN/SD0 - N311	NR COMSC 106	89272	7015	1110
<u>Details</u>	<u>Add</u>	RA STFOPSCMDCEN/SDO-N311	NR COMSC 106	89272	7017	1110
Details	<u>Add</u>	DESK OFFICER	NR SEALOGEUR 102	89271	7034	1110
Details	<u>Add</u>	PUBLIC AFFAIRS OFF 15/49	NR USPACOM DET 120	89631	7119	1000





Confirmation of billet choices on a dreamsheet

7	Add to Dreamsneet	Billet Title	Unit Name	RUIC	RBSC	Desig
<u>Details</u>	On Dreamsheet		NR CNO FLEET READ AND LOG	87987	7028	1000
			NID ONIO			

This billet has already been added to your Dreamsheet.

Add to my Dreamsheet Return to Search Results

If the billet has already been added to the dreamsheet, a message will appear on the grid and on the billet details page



Submit

remarks

here

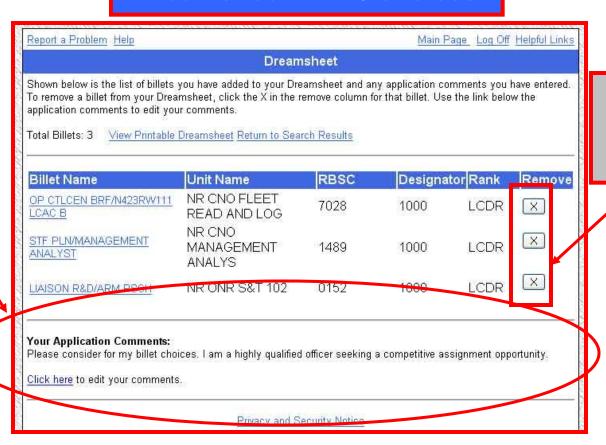


Dreamsheet with 3 choices

Click here

to remove

choice



Removing and adding billets and modifying application comments is only allowed during the application phase of the JOAPPLY cycle.





****Conclusion****

The Third phase of JOAPPLY is where the OSO's review all applicants that have applied for their billets.

They have the ability to:

- Rank the applicants
- Disapprove an applicant
- Comment on the applicants
- The Final phase of JOAPPLY is where CNRFC N12 Assignment Coordinators review all applicants, OSOs ranking & comments, then slate the Junior Officers to billets.
- You are notified via the e-mail of your application result.
- All orders are sent directly to the gaining and losing NOSCs, and the respective Echelon IV.
- If you are disapproved, you may reapply for another 3 billets during the next cycle.

You can view your new orders via the Current Assignments link in your Profile.





- Application Comments
 - Comments are limited to 500 characters. A space is considered a character.

BIN 1234567 is my #1 choice. I am DAWIA Level 1 qualified.

BIN 2345678 is my #2 choice. I will need to be cross-assigned.

BIN 3456789 is my #3 choice. I have enlisted expeditionary experience.





- Once you have received orders, ensure you are gained by your NOSC or your billet will continue to advertise in JOAPPLY.
 - All orders are sent directly to the gaining and losing NOSCs and the respective Echelon IV.
- Members can only remain in IAP for 90 days, unless there is a CNRFC approved plan in place to allow for an extension.
 - If exceed 90 days and aren't actively pursuing orders,
 CNRFC can assign you to a vacant billet





- Billet will advertise 90 days prior to the incumbent's PRD.
- Billet tenure is a 3 years for local fills, 2 years for cross-assignments (CA).
- Not all units can support CA's such as expeditionary units. This should be stated in the billet information.
- No billets are withheld from JOAPPLY unless they are undergoing restructuring or billet/unit disestablishment.
- If you only apply for one billet you will not automatically be awarded that billet.
- If you do not receive orders, reapply next cycle.
- You can view your new orders via the Current Assignments link in your Profile.





Points of Contact

JOAPPLY Issues

CNRFC JOAPPLY@navy.mil

YNC(EXW/SW) David Ribeiro

david.ribeiro@navy.mil

(757) 322-2441

JOAPPLY Assignments/Billet Questions

CDR(Sel) Josh Lafferty

Joshua.Lafferty@navy.mil

(757)-322-6553





QUESTIONS?